
Town of Fort Myers Beach Job Description

Position: Recreation Aide
Department: Parks and Recreation

POSITION SUMMARY

This is a part-time position with a varying schedule. Recreation Aides assist in activities scheduled by the Parks and Recreation Department including on and off-campus programs, trips and special events. Recreation Aides must be responsible, reliable, patient and trustworthy, possess good leadership skills, and enjoy working with people of all ages and abilities. Recreation Aides work under the direct supervision of a Program Coordinator, Recreation Manager and/or the Parks and Recreation Director.

ESSENTIAL JOB FUNCTIONS

- Assists in supervising participants. If a problem occurs involving a participant, Recreation Aides are responsible for addressing the problem and following up with the Program Coordinator.
- Address any behavioral problems that may arise. If the problem requires attention of a higher authority, the Recreation Aide will seek direction from the Program Coordinator and/or the Recreation Manager.
- Help and encourage participants and co-workers; support others through teamwork, dedication and guidance in order to achieve excellence in all tasks and activities.
- Knowledge of all rules, regulations and policies set by the Town and within the Parks and Recreation Department. Set examples for co-workers and participants by following each rule and policy accordingly.
- Develop and maintain good working relationships with the general public, coworkers and the program participants and promotes participation in all activities.
- Assist other staff members with planning activities, games and special projects.
- Teach or assist with programs and encourage participation.
- Work with the Program Coordinator, other Recreation staff and the Recreation Manager to resolve difficulties with facilities, programs and campers.
- Performs other duties of this position or related positions as may become necessary or as directed by the Program Coordinator and/or Recreation Manager.
- Leads and/or monitors various activities in arts and crafts, sports and games.
- Promotes recreation events.
- Requests, issues, and monitors the return of playground and athletic equipment; check equipment for proper care and use.
- Compiles simple written records related to assigned programs or facility.
- Responsible for the day to day cleanliness of the Recreation Center by performing light facility maintenance and custodial duties including, but not limited to: lifting; sweeping; disposing of waste; vacuuming; and, washing windows. Outdoor maintenance may include: lining ball fields; raking; sweeping; driving golf cart type vehicle; and, picking up trash.
- May assist, with various programs. These duties may include supervision, coaching, umpiring, refereeing, scorekeeping or other

- Assists in enforcing Recreation Center policies to the patrons.
- Must be dependable and meet acceptable attendance requirements at all times.
- Follow all applicable safety rules and regulations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent experience.
- Possession of a valid Florida driver's license is a requirement for this job
- CPR and First Aid certification preferred, but must attain certification within 45 days of hire date.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, adults, seniors, coworkers, and the general public.
- Ability to follow routine verbal and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to successfully work with and serve a diverse local community, including persons of all abilities.
- Positive attitude and enthusiasm for the job.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) *This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Fax, mail or email applications to:

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